

RMH COMPLETENESS CHECKLIST

ALL APPLICATIONS

(Applications that are incomplete or illegible are not to be accepted)

- [] Project Description
- [] Project Legal Address / Legal Description
- [] "Owner Name / Mailing Address / Phone Number" **MUST** be on application
- [] Set-Up Contractor Information (*list under General Cont.*) including **ALL** license numbers
(*License number is from office of Manufactured Housing*)
- [] Driveway Contractor listed including **ALL** license numbers
- [] Water Meter size listed (if applies)
- [] "Contractor/Authorized Agent" or "Owner/Builder" box checked
- [] Application signed & dated
- [] Valid License Certification (Completed & Signed by Set-up Contractor)
- [] Bond Exemption Certificate (General Contractor must provide on projects \$50,000 or more)
- [] Affidavit of Compliance completed and notarized
- [] Mobile Home Park approvals

-
- [] Previously Graded / Compaction Testing Agency or,
 - [] 2 Sets - RLS Stamped Survey Plans & Grading Plans (if not previously graded)
 - [] 2 Sets - Site Plans drawn to scale (with scale indicated) showing PL dimensions, setbacks, dimension from structure to PL, septic location, driveway location (width is minimum 10' wide) & location of **covered parking**
 - [] 2 Sets - Construction Drawings drawn to scale (with scale indicated) for the Covered Parking (Health Dept. approval needed, if lot is on septic; Metal carport requires engineering or ICBO evaluation number)

-
- [] 3 Site Plans (ANY SIZE - for driveway and water meter) - 4 if on Sewer
 - [] Back of application must be completed for billing purposes (if applies)

OFFICIAL USE ONLY

- [] *Collect Retainer Fee of \$50.00*
- [] *Collect Water Meter Fee - \$930 for 3/4" meter or \$1100 for 1" (if applies)*